

# VelocityHall Online Permitting Instructions



## 1) Attaching Business License Numbers

### To your VelocityHall Permit Manager Account

In order to obtain an online permit you must be a Licensed Contractor, and your license number (or license numbers) need to be associated with your VelocityHall user account. You will be presented with the following screen when you attempt to take out a permit or schedule an inspection:

To associate licenses with your VelocityHall user account:

- Enter your 6 digit license number in the “License Number” text box (Use only the last 6 numeric characters of your license; if you include the characters ‘ROC’ or ‘AZ’, you will not be able to pull permits or schedule inspections). Then click the drop-down box and select **State License** as “License Type”. Then click the ‘Add’ button.
- If you plan on taking out permits under other licenses as well (e.g., Residential as well as Commercial), repeat the above process , selecting **State License 2** for your second license, **State License 3** for the third, and so on.
- Now that you are done attaching licenses, click on the ‘Continue’ button and you will see a summary screen of licenses attached to your VelocityHall account (see screen on next page).

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Summary screen of licenses:

The screenshot shows a web browser window titled "VelocityHall I - Microsoft Internet Explorer provided by City of Tucson IT". The address bar shows the URL: <http://www.accela.com/velohall/tools/validateuser2/index.cfm?FUSEACTION=DispModLic&RETURNFUSE=NoValNoSt>. The page header is "City of Tucson Development Services Department". The main content area displays a table with license information:

License Number	License Type	Action
999999	State License <small>* Use current user contact information.</small>	<a href="#">[modify]</a> <a href="#">[delete]</a>

Below the table, it says "Number of records: 1". There is a section titled "Enter License Number Information:" with a form containing:

License Number: \*   
License Type: \*

At the bottom of the form area is a "Continue" button with a right arrow. The footer of the page says "Powered by VelocityHall™ ©2000 - 2002 [Accela, Inc.](#) [Privacy Statement](#) [Terms & Conditions](#)".

## 2) Modifying License Information Associated with your VelocityHall Account

On the screen shown above (where you associated your business license(s) to your VelocityHall account), you can see two additional links: **Delete** and **Modify**.

**Delete** – Clicking this removes the licenses association from your VelocityHall account.

**Modify** – This link allows you to customize information regarding a particular business license. The customizations you make will display on documents you printout online and also display. This can help you easily view and select which license you want to use when going through this process in the future, but it is in no way required. Click the 'Modify' link to get to this screen:

The screenshot shows a web browser window titled "VelocityHall I - Microsoft Internet Explorer provided by City of Tucson IT". The address bar shows the URL: <http://www.accela.com/velohall/tools/validateuser2/index.cfm>. The page displays a form for modifying license information:

**License Type** State License  
**License Number** 999999

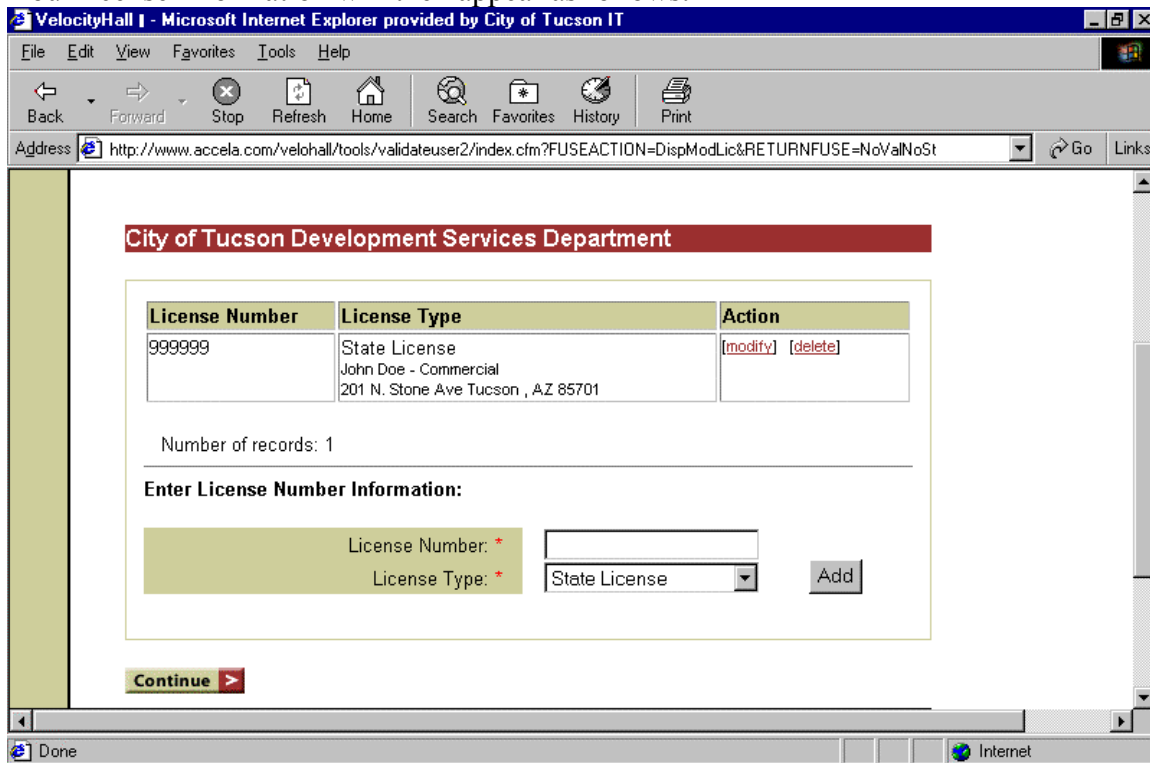
☒ Check here to use the following contact information instead of the current user information.

**First Name** John  
**Middle Name/Initial**   
**Last Name** Doe  
**Suffix (Jr, Sr, etc.)**   
**Business Name** Commercial  
**Address line 1** 301 N. Main  
**Address line 2** Tucson  
**Address line 3**   
**City**   
**State** Arizona

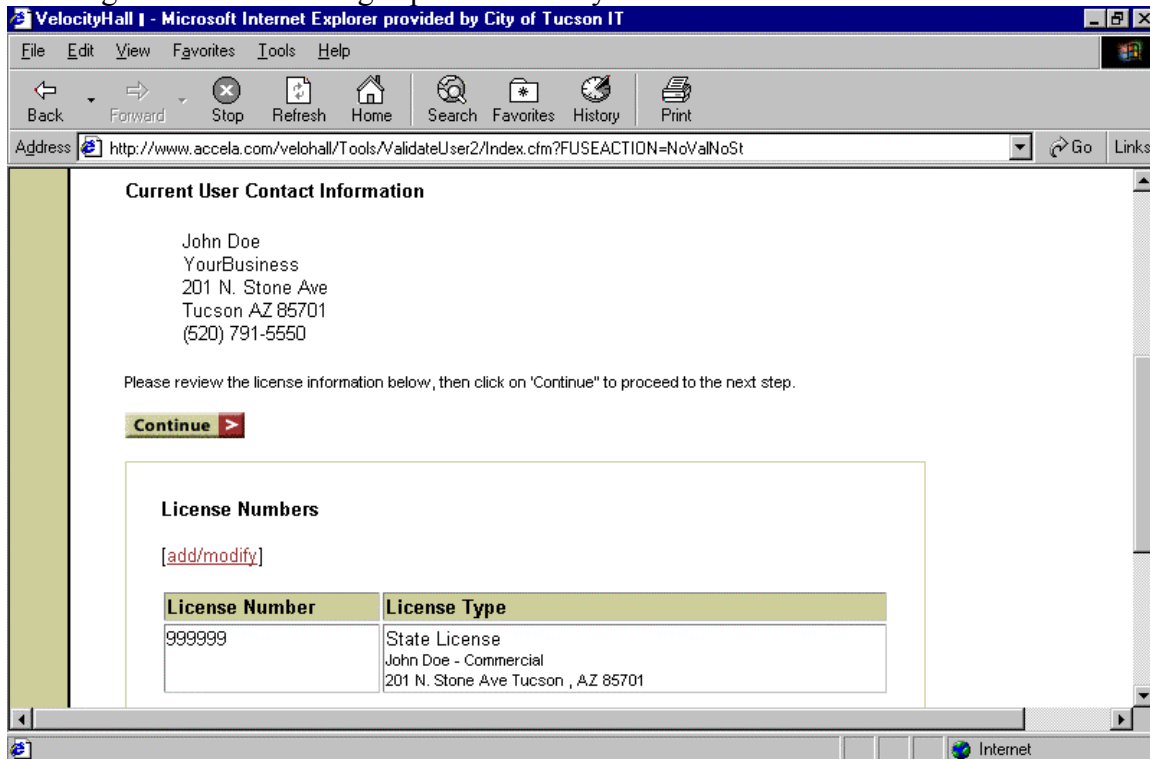
What you enter above will also display on screen and on printouts. Complete the information as desired, then select the "**Check here...**" box to have this additional information always display. Click the 'Update' button (at the bottom of the web page - not shown here).

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Your license information will then appear as follows:



Clicking "Continue>" brings up this summary screen:



Click "Continue>" again to proceed to the next step of permit application or inspection scheduling. You may Add, Modify or Delete license association anytime these options appear.